**EXPORT DEVELOPMENT**

**PROJECT**

**MINISTRY OF FOOD, AGRICULTURE AND LIGHT INDUSTRY**

**VACANCY NOTICES**

Mongolia has received a credit from the International Development Association (IDA) to finance the implementation of the Export Development Project (EDP). The objective of the project is to support Mongolian SMEs in the non-mining sectors to strengthen their export capabilities and expand their access to export market. Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit **the qualified national individuals** to carry out following duties for the Project.

1. **Project Coordinator**

Mongolia has received a credit from the International Development Association (IDA) to finance the implementation of the Export Development Project (EDP). The objective of the project is to support Mongolian SMEs in the non-mining sectors to strengthen their export capabilities and expand their access to export market. Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified **Project Coordinator** to ensure day-to-day operation and implementation of project management unit.

**SCOPE OF WORK:**

Specifically, the responsibilities will include the following, but not limited to:

* Be the officer in charge of the EDP PMU and act as the central coordinating point between the World Bank, Ministry of Food, Agriculture and Light Industry, Ministry of Finance, the Project Steering Committee and working groups for all actions related to the Project implementation;
* Conclude contracts with all staff of PIU; determine and allocate their duties and responsibilities in accordance with the TOR’s approved by the World Bank instruct, manage and evaluate their performances; and provide leadership support to PIU staff;
* Assist the Project Director in the implementation of projects;
* Coordinate the preparation of the Annual Work Plans, budgets and procurement plans for all the components of the Project; ensue their timely submission for the World Bank approval;
* Develop and regularly update a detailed project implementation plan for the project with detailed budget in consultation with the MOFALI and WB;
* Open and manage project accounts and ensure proper utilization of the project funds and appropriate accounting and reporting;
* Coordinate and facilitate all communications with the Bank and other implementing agencies;
* Ensure that critical timeline for each component execution is on track and monitor Project development objectives;
* Monitor and supervise the daily activities of the PMU personnel to ensure that administrative duties are performed efficiently, effectively and ethically;
* Conduct regularly meetings with all PMU staff involved in the Project to discuss progress and action plans, and regularly update the Project Director;
* Responsible for ensuring that projects’ financing is used for the purposes intended;
* Ensure adequate and timely records are kept for all transactions: financial and qualitative;
* Responsible for preparing progress and financial reports and other project-related documents per Project Implementation Manual (PIM), in close consultation with the MOFALI and the Bank team; and ensure their timely submission to the Bank.
* Prepare and distribute within 30 days of the end of each quarter the financial management report (FMR) for the respective component of the EDP in accordance with the requirements of the International Development Agency (IDA);
* Monitor and identify potential gaps and/or obstacles that may compromise the success of Project implementation, troubleshoot and present appropriate strategies to overcome barriers and improve overall project effectiveness and outcomes;
* Monitor implementation progress of the Project and compile additional progress reporting as specified in the PIM.
* Ensure the establishment of project management systems that support compliance with legal obligations, recording/filing and reporting responsibilities, and effective delivery of project deliverables. The systems should facilitate program review, mid-term reviews and project end-line evaluation;
* Facilitate procurement processes, in compliance with Government and World Bank guidelines, to ensure Project execution, in particular, provide technical inputs to terms of reference and during the procurement process. Lead key activities to ensure design and policies introduced under the Project are best practice;
* Disseminate information on the EDP for the public and the media;
* Such other tasks as may be assigned and/ or delegated by the Project Director.

**CONSULTANT’S QUALIFICATIONS/ SELECTION CRITERIA**

* Graduate degree in business, social sciences, or relevant field, and at least five years of work experience in project management and business is a prerequisite, or Undergraduate Degree with minimum of ten years of professional experience in relevant fields;
* Experience on working with/for donor projects, especially World Bank projects, is highly desirable;
* Technical and operational background in business development, marketing and/or value-chain development is an advantage;
* Demonstrated ability to systematically document processes, achievements and lessons learned;
* Outstanding verbal, interpersonal, and written communication skills;
* Strong time management and organizational skills;
* Demonstrated ability to work well independently and in a team;
* Demonstrated ability to successfully manage multiple competing priorities;
* Ability to read, write and speak fluent English is mandatory;
* Demonstrate problem solving, leadership, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals.

**CONTRACT DURATION:** The consultancy work is expected to commence in February, 2021. Contract will be for a period of 12 months.

The above consultants will be selected in accordance with *the World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers, January 2011 (Revised July 2014).* If you possess the above qualifications, please submit following documents:

**1. Cover letter indicating why you consider yourself suitable for the position,**

**2. Detailed CV highlighting relevant skills/experience,**

**3. Copy of diplomas or certificates and,**

**4.** **2 reference letters from last two employers in a sealed envelope to the below address, no later than February 15, 2021, 17:30 hours.**

**Incomplete applications would not be considered and ONLY short-listed candidates will be contacted.** The submitted documents will not be returned to the applicants.

**Contact address:**

**Attn:** Ms. Mandukhai U.

Floor 6, Room 605, the Ministry of Food, Agriculture and Light Industry

Government Building 9a, Enkhtaivan Avenue 16a, Ulaanbaatar-13381, Mongolia, Phone: 261908.

[mandukhai@mofa.gov.mn](mailto:mandukhai@mofa.gov.mn); [procurement@edp.mn](mailto:procurement@edp.mn)

1. **Monitoring and Evaluation Specialist**

Mongolia has received a credit from the International Development Association (IDA) to finance the implementation of the Export Development Project (EDP). The objective of the project is to support Mongolian SMEs in the non-mining sectors to strengthen their export capabilities and expand their access to export market. Under the Project, The Ministry of Food, Agriculture and Light Industry is seeking to recruit a qualified **National Monitoring and Evaluation Specialist** to carry out following duties related to Project Monitoring and Evaluation.

**SCOPE OF WORK:**

* Develop/improve a project performance monitoring system, which would be connected with a field-based reporting system that allows the continuing identification of best practices and lessons learnt, in cooperation with other PMU members;
* Prepare baseline indicators list for EDP which will be basis for comparing project progress and outcomes – a preliminary list of indicators is contained in the Financing agreement.
* Update baseline indicators if the initial baseline indicators in the Financing agreement are needed to be further reviewed or revised depending on policy changes of Government’s priority activities;
* Ensure the M&E strategy incorporates a system-wide approach, is flexible and responsive and builds ownership amongst stakeholders;
* Assist PMU to prepare for evaluation teams to conduct the mandatory mid-term and terminal evaluations and follow up on the evaluation results;
* Prepare progress and performance monitoring indicators for EDP components along with information or data collection and responsibility matrix;
* Collect all component reports for preparing consolidated quarterly, semiannual, annual progress reports and project closing reports with the emphasis of performance and outcomes both in English and Mongolian;
* Monitor contract implementation status across project components, including organizing presentations, providing recommendation,
* Maintain and archive project files, including the progress reports of each component of EDP and filled out Contract Management Table (CMT) that is used for monitoring contract implementation both of electronic and hard copies;
* Assist in improving efficiency and outcome of local and overseas trainings across the project including developing feedback form and assessment of training outcomes;
* Undertake such other tasks as may be reasonably requested and/ or assigned by PIU coordinator.

**CONSULTANT’S QUALIFICATIONS/ SELECTION CRITERIA**

* University degree in appropriate disciplines e.g. in the fields of development studies, social sciences, and/or business administration. Formal training in WB safeguards and project monitoring and evaluation will be an asset;
* A minimum of 5 years of professional experience in project planning, monitoring and evaluation, including data collection and analysis;
* Experience in writing and developing monitoring and evaluation training packages;
* Experience of working with/for international development institutions, hands on understanding of their requirements and work ethics is an asset;
* Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
* Good interpersonal, communication and participatory skills with the ability to function effectively and collaboratively in a team environment;
* Excellent computer literacy, particularly, with MS Office and spreadsheets;
* Excellent command in both written and spoken English and Mongolian is required.

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1. **EXPORT MARKET ANALYST (National)**

1. **Objective of the assignment**

The main objective of this consultant will be responsible for export market research and market intelligence by gathering and evaluating, analyzing information in the target domestic and foreign market with the objective of identifying market opportunities and constraints.

1. **Scope of works**

Key responsibilities of Export Market Analyst will include the following, but not limited to:

1. Plan and coordinate project activities relevant to export market analysis and assessment of technical assistance needs of the client SMEs.
2. Carry out preliminary market research and market intelligence, identify potential markets and products, and obtain trade statistics.
3. Assess targeted markets and examine consumption and production of competitive products, as well as overall demographic and economic trends in the target country or the target domestic market.
4. Devise and evaluate methods for collecting data, such as surveys, questionnaires, and opinion polls and gather data about consumers, competitors, and market conditions.
5. Measure the effectiveness of marketing programs and strategies.
6. Determine agricultural sector’s export potentials and carry out periodic forecast of market and sales trends of agricultural and non-mining sectors, analyze data.
7. Based on the analysis of export potential and regular market forecast, draw conclusions and provide policy recommendations to the MOFALI when necessary.
8. Closely work with Corporate policy and planning department of MOFALI and prepare periodic analytical reports and interpret, present data results to MOFALI, PIU, and clients SMEs.
9. Convert complex data and findings into understandable tables, graphs, and written reports.
10. Draw appropriate terms of reference for procurement of expertise for export market analysis under the project.
11. Directly supervise and monitor the technical outputs and contracts of international and national consultants relevant to in-depth export market studies and market intelligence and the results of thereof.
12. Prepare implementation reports for various project stakeholders such as World Bank, MOF, MOFALI, PSC and PIU as required.
13. Such other tasks as may be assigned and/or delegated by the Project Coordinator and Project Director.
14. **Qualifications/Selection criteria**

* ***Education*:** A suitable candidate should have preferably a relevant undergraduate/graduate degree such as BA/BSc/MA/MSc in statistics, international trade, economics, production engineering, or MBA;
* ***Experience*:** Incumbent should have at least 5 years relevant professional experience, with 3 years hands-on experience related to the responsibilities specified above;
* ***Language skills*:** Fluent written and spoken skills in English and Mongolian;
* ***Other skills*:**
  1. Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
  2. High professional and personal integrity, and ability to function independently without follow up.
  3. Ability to utilize proven and industry recognized methodologies in analyzing data, strong math and analytical skills and multitasking capability;
  4. Be proficient in statistical software as well as in PC based applications such as Word, Excel and data management, and have excellent web research and navigation skills;

1. **Contract duration**

The consultancy work is expected to commence in February, 2021. Contract will be for a period of 12 months.

The above consultants will be selected in accordance with *the World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers, January 2011 (Revised July 2014).* If you possess the above qualifications, please submit following documents:

1. **Cover letter indicating why you consider yourself suitable for the position,**

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1. **Environmental Impact and Social Safeguards Specialist (National)**
2. **OBJECTIVE OF THE ASSIGNMENT**

The main objective of this consultant is to ensure compliance with the World Bank Safeguards Policies and EDP project safeguard instruments on the triggered safeguards policies as specified in the ESMF. The Consultant will form part of the PIU in an intermittent basis and provide technical assistance to the MOFALI to ensure the project complies with the environmental and social requirements of the project.

1. **SCOPE OF THE WORK**

Key responsibilities of consultant will include the following, but not limited to:

1. Manage the environmental and social safeguards work plan for the project to identify resource requirements, timelines, milestones, budgets, bottlenecks, and align project-related safeguards tasks with the PIU’s project work plan.
2. Establish and Manage the Grievance Redress Mechanism (GRM) for the Project and prepare detailed processes for receiving, managing, recording and closing out complaints, grievances and other project-related feedback and ensure the GRM is well-publicized during all consultations and communications.
3. Train PIU staff, key stakeholders, contractors/client SMEs and consultants on use of the GRM.
4. Record all grievances and complaints received and report them to the World Bank; ensure close out within expected timeframes and assist with resolving difficult grievances.
5. Assist and advise the MOFALI and Mongolian Re in carrying out environment and social management screening on SME/beneficiary proposals, as deemed necessary.
6. Review and evaluate proposals from the SMEs. Manage the quality and timeliness of the work to ensure compliance and adherence to the World Bank, Government Agency and EPA standards. Provide technical review.
7. Prepare written notice documents and/or recommendation letters to the SMEs/beneficiaries on the assessed and disputed proposals. Detailed assessment report on addressing argument or recommendation may be required;
8. Prepare and develop the handbook to the MOFALI and Mongolian Re to screen the Environmental Screening Questionnaires; assess the Environment and Social Management Plan, and the Monitoring Plan;
9. Ensure that the SMEs/beneficiaries a) Environmental Management Plan; and b) Monitoring Plan meet the requirements of the ESMF;
10. Monitor implementation of the environmental and social safeguard related activities of the Project and submit periodic progress reports to the PIU Project Coordinator and MOFALI.
11. Prepare environmental and social impact assessments, social assessments, environmental and social management plans, abbreviated resettlement action plans, environmental audits and other requirements as part of project implementation on an as needed basis.
12. Provide technical assistance or advice for the SMEs, beneficiaries for fulfilling the environmental requirements stipulated in project ESMF;
13. Review and update the environmental and social safeguard sections of the Project Implementation Manual as required throughout the life of the project.
14. Manage responses to environmental or social safeguard related incidents and major non-compliance issues, safeguards instruments, National laws and/or World Bank Safeguards Policies.
15. Actively contribute to PIU team meetings, project progress, decision making and other tasks relating to effective delivery of the project’s safeguards related work.
16. Provide timely advice to the Project Coordinator and key project stakeholders on any major environmental and social safeguards-related issues for which urgent measures are required.
17. Develop and maintain a safeguards capacity building plan for the project. Provide ongoing training, awareness raising on project safeguards, policies, and instruments.
18. Contribute to the implementation of the project for all 3 components on reviewing TORs for any technical assistance funded by the Project to ensure the safeguard policies and instruments are adequately covered, review subproject proposals in terms fulfilling the ESMF requirements. Review and comment on outputs / deliverables, as deemed necessary.
19. Supervise contractor and review contractor’s Environmental and Social Management Plan (ESMP) and supervise implementation of the ESMP for physical investments if needed. This may involve site visits and training site supervisors to undertake environmental and social monitoring and spot checks.
20. **QUALIFICATIONS/ SELECTION CRITERIA**

* ***Education*:** A suitable candidate should have preferably a relevant graduate degree such as in environmental science, environmental engineering, planning or similar relevant discipline.
* ***Experience*:** Incumbent should have at least 7 years relevant professional experience, with preferably 5 years hands-on experience on preparing of impact assessments and the implementation of management plans, and applying World Bank safeguard policies or equivalent development partner policy implementation.
* ***Language skills*:** Fluent written and spoken skills in English and Mongolian;
* ***Other skills*:**
  1. Excellent interpersonal skills with the ability to function effectively and collaboratively in a team environment;
  2. High professional and personal integrity, and ability to function independently without follow up.
  3. Be proficient in PC based applications such as Word, Excel and data management, and have excellent web research and navigation skills;

1. **CONTRACT DURATION**

Contract will be for a period of 12 months in an intermittent basis, and subject to extension upon satisfactory performance.

The consultant will be selected in accordance with the *World Bank Guidelines: Selection and Employment of Consultants by the World Bank Borrowers, January 2011 (Revised July 2014).* The attention of interested Consultants is drawn to paragraph 1.9 and 1.11 of the World Bank’s Guidelines, setting forth the World Bank’s policy on conflict of interest and eligibility.

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